

EMPLOYEE NOTICE OF DISCIPLINE

Employee <u>Andy Trogolo</u>	Work Location <u>Christopher Police Dept</u>	Date of Discipline Action Given
Employee ID #	Date of Occurrence <u>Nov. 19th 2024</u>	Supervisor Issuing Action

Violations

- | | | |
|--|--|---|
| ☐ Attendance
☐ Unauthorized Absence
☐ Tardiness
☐ Insubordination
☒ Conduct
☐ Endangerment to others | ☐ Vile, Foul or Abusive Language
☐ Safety/Carelessness
☐ Willful Damage to District Property
☐ Harassment
☐ Falsification of Documentation
☒ Other | ☐ Violation of District Policy:
(indicate policy) |
|--|--|---|

Violation Statement (attach any supporting documentation)

Date of Violation: Nov. 19th 2024
 Place of Violation: Police Dept.
 Statement of Violation: Cussing a co-worker (officer) & Tell him he is stupid.
The bullying needs to stop.

Signed by Supervisor Issuing Action _____ Date _____ Position _____

Disciplinary Action

- | | | |
|---|--|---|
| ☐ Oral Reprimand
☐ Suspension with out pay ___ days
☐ Recommendation for Termination | ☐ Written Reprimand | ☐ Sent Home w/out Pay
☐ Administrative Leave w/Pay |
|---|--|---|

Corrective Actions to be Taken

Corrective Actions/Timeframe: _____

☐ I have read this Notice of Discipline and understand it. (Employee needs to sign each page of supporting documentation also to verify they have been made aware of that)

☐ Employee refused to sign this form and all attached documentation

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Witness's Signature _____ Date _____

The above disciplinary action has been noted and this form will be made part of the above employee's permanent file, as of this date.

CE Program Coordinator _____ Date _____ Department Head _____ Date _____